

## Appendix G: Internship Field-based Activities Summary Report and Validation



### Lamar University – M.Ed. in Educational Technology Leadership

#### Internship Field-based Activities Summary Report and Validation

Directions: This Internship Field-based Activities Summary Report is for your use as a planning worksheet. It is also to be signed by your site mentor at the conclusion of your field-based activities.

As you plan your campus- or district-supervised Internship hours, do the following:

- Include at least one campus- or district-supervised activity under each of the 33 ISTE Technology Performance Indicators associated with the eight Technology Facilitation Standards.
- Make sure your campus- or district-supervised activities total a minimum of 100 hours as specified in the eight Technology Standards.

Your site mentor will validate the hours earned at the end of your Internship. All hours must be completed before you enroll in the Internship course, EDLD 5388/5370 \*Please note that course number changes in Fall 2010\*.

Once complete:

- PDF the Validated Summary Report and email to [kayabernathy@gmail.com](mailto:kayabernathy@gmail.com)
- Create a new page on your wiki, titled "Internship Field-based Activities Summary Report"
- Post the completed Internship Field-based Activities Summary Report to your wiki.

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard I. Technology Operations and Concepts	TF- I.A	Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school. Assisted in uploading to District wiki page to share with other Campus Instructional Specialist. Created advertisements in Microsoft Publisher to promote 1 <sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment. Lead and facilitated planning and implementation of internet safety video for Internet Safety Week. Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week. Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent	4/12-6/4/2010	33

		Involvement Day. Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.		
	TF - I. B			
<b>Subtotal</b>				<b>33</b>

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	<p>Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>	4/12-6/4/2010	33
	TF-II.B			
	TF-II.C			
	TF-II.D			

	TF-II.E			
	TF-II.F			
Subtotal				66

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard III. Teaching Learning, and the Curriculum	TF-III.A	<p>Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school. Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>	4/12-6/4/2010	50
	TF-III.B	<p>Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school. Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p>	4/12-6/4/2010	50

		<p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>		
	TF-III.C			
	TF-III.D	<p>Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school. Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>	4/12-6/4/2010	50
	TF-III.E			

Shantay Q. Berguin---ET8003---June 16, 2010

<b>Subtotal</b>			<b>216</b>
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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard IV. Assessment and Evaluation	TF-IV.A	<p>Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school. Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>	4/12-6/4/2010	50
	TF-IV.B			
	TF-IV.C			
	<b>Subtotal</b>			<b>266</b>



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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard V. Productivity and Professional Practice	TF-V.A			
	TF-V.B			
	TF-V.C	<p>Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>	4/12-6/4/2010	45
	TF-V.D	<p>Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology</p>	4/12-6/4/2010	45

		<p>safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>		
<b>Subtotal</b>				<b>356</b>

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A			
	TF-VI.B			
	TF-VI.C			
	TF-VI.D	<p>Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school. Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school</p>	4/12-6/4/2010	50

		server. Downloaded PowerDVD player to teacher's computers.		
	TF-VI.E			
<b>Subtotal</b>				<b>406</b>

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	<p>Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school. Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day. Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>	4/12-6/4/2010	50
	TF-VII.B			
	TF-VII.C			
	<b>Subtotal</b>			456

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VIII. Leadership and Vision	TF-VIII.A	<p>Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school. Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>	4/12-6/4/2010	50
	TF-VIII.B			
	TF-VIII.C			

	TF-VIII.D	<p>Open computer labs to assist students/ teachers with various technology applications (online learning program and Microsoft software) before school. Research activities for Internet Safety Week. Used digital camera to capture pictures for school TAKS Carnival Review Day.</p> <p>Assisted in uploading to District wiki page to share with other Campus Instructional Specialist.</p> <p>Created advertisements in Microsoft Publisher to promote 1<sup>st</sup> Annual Film Festival Contest focusing on technology safety. Assisted teachers with technology ideas resources and equipment.</p> <p>Lead and facilitated planning and implementation of internet safety video for Internet Safety Week.</p> <p>Facilitated and Lead activities for teachers and students in computer labs for Internet Safety Week.</p> <p>Created and presented a PowerPoint presentation including internet safety tips for teachers, parents, and administrators for Parent Involvement Day.</p> <p>Facilitated teachers on using Microsoft Word template to have students create Internet Safety bookmarks. Uploaded pictures from TAKS Review Day to school server. Downloaded PowerDVD player to teacher's computers.</p>	4/12-6/4/2010	50
	TF-VIII.E			
<b>Subtotal</b>				556
<b>TOTAL</b>				50

Site Mentor: [Click for Site Mentor Signature](#)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_